

## **ASSISTANT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible fire line positions, the major duty of which is managing operations on an assigned shift for the department, including supervising all personnel and managing the use of all department equipment assigned to that shift. The Assistant Fire Chief assists the Fire Chief in the performance of administrative duties, provides for the maintenance of records and for the care of department equipment, oversees training and fire prevention activities, and acts as commanding officer at the scene of a fire or other emergency until relieved by the Fire Chief. Employees of this class have a high degree of independence in the performance of their work, and an employee of this class may be required to perform the duties of the Fire Chief in the Chief's absence. Assistant Fire Chiefs report to and have work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all department operations on one shift. Performs the duties of the Fire Chief in the absence of the Chief. Monitors and evaluates local conditions which may become fire or safety hazards.

Conducts inspections of the divisions of the department and observes operations; evaluates the effectiveness of these divisions and takes appropriate action to correct or improve problem areas. Assists in the investigation of complaints against department personnel and makes a recommendation for action to be taken.

Supervises the preparation and maintenance of the records and reports of the assigned shift. Personally completes any forms and records assigned, including payroll records and LFIRS reports. Compiles and organizes data needed for reports.

Directs operations at the scene of a fire or other emergency until relieved by the Fire Chief and supervises subordinate employees in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, and related fire ground operations.

Supervises assigned department employees by planning, organizing, and directing their work; by providing assistance

and training in technical areas; by evaluating work performance; by counseling employees; by resolving employee complaints and grievances; and by maintaining discipline.

Provides for regular employee training by evaluating training needs and by recommending department training or outside training to meet the needs. Personally conducts training classes.

Directs fire inspection operations for the department.

Supervises the care and maintenance of department equipment and property. Arranges for repairs and maintenance and inspects equipment after repairs to see that these were properly accomplished. Purchases and disburses equipment and supplies.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law., including being a citizen of the United States.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must establish and maintain residency within a twenty (20) mile radius (air miles) of the Opelousas city limits at all times while employed with the city of Opelousas.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain.